Applicant:

**1. Personnel:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Position Title** | **Hours** | **Hourly**  **Rate**  **(HR)** | |  **if HR includes Fringe Benefits** | | **% of HR that is a fringe benefit** | | **Amount of fringe benefit** | **Total Amt** | **Federal Share** | **Non-**  **Federal Share** |
| a. |  |  |  | |  | |  | |  |  |  |  |
| b. |  |  |  | |  | |  | |  |  |  |  |
| c. |  |  |  | |  | |  | |  |  |  |  |
| d. |  |  |  | |  | |  | |  |  |  |  |
| e. |  |  |  | |  | |  | |  |  |  |  |
| f. |  |  |  | |  | |  | |  |  |  |  |
| g. |  |  |  | |  | |  | |  |  |  |  |
| h. |  |  |  | |  | |  | |  |  |  |  |
| i. |  |  |  | |  | |  | |  |  |  |  |
| j. |  |  |  | |  | |  | |  |  |  |  |
|  |  |  | |  | |  | |  | **Sub-total:** | **$** | $ | **$** |

**2. FORUM Travel:** *(see GSA rates at the end of this document)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Rate** | **# of People** | **Miles/# of days** | **Total Amount** | **Federal Share** | **Non-Federal Share** |
| a. | Transportation--Flights | |  |  |  |  |  |  |
|  | Rental Car(s) | |  |  |  |  |  |  |
|  | Parking | |  |  |  |  |  |  |
| b. | Per Diem Reimbursements (Breakfast) | | $16.00 |  |  |  |  |  |
|  | Per Diem Reimbursements (Lunch) | | $17.00 |  |  |  |  |  |
|  | Per Diem Reimbursements (Dinner) | | $31.00 |  |  |  |  |  |
| c. | Mileage ($.58 per mile) | |  |  |  |  |  |  |
| d. | Lodging | | $161.00 |  |  |  |  |  |
| e. | Conference Registration: | |  |  |  |  |  |  |
| f. | Other: | |  |  |  |  |  |  |
|  | |  |  |  | **Sub-total:** | $ | $ | $ |

Applicant:

**3. Other (please specify or attach detailed budget):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Rate** | **Amount** | **Federal Share** | **Non-Federal Share** |
| a. |  |  |  |  |  |
| b. |  |  |  |  |  |
| c. |  |  |  |  |  |
| d. |  |  |  |  |  |
| e. |  |  |  |  |  |
| f. |  |  |  |  |  |
| g. |  |  |  |  |  |
| h. |  |  |  |  |  |
|  |  | **Sub-total:** | $ | $ | $ |

**4. Section #1- 3 Subtotals:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Amounts** | **Federal Share** | **Non-Federal Share** |
| 1. | Personnel | $ | $ | $ |
| 2. | FORUM Travel | $ | $ | $ |
| 3. | Other | $ | $ | $ |
|  | **Sub-total:** | $ | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.** | **Requested Federal Share Total** | **Subtotal:** | **$** |
| **6.** | **Required Non-Federal Share** | **Subtotal:** | **$** |
| **7.** | **Actual Non-Federal Share** | **Subtotal:** | **$** |
| **8.** | **Proposed Project Costs** | **Grand Total:** | **$** |

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

icP4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rting documentation, if applicableile. Please remember, the National Park Service (NPS) requires l Register Nominations,

For FORUM Travel Only:

Please disregard rates listed in the Grants Manual. See link instead:

General Services Administration [Per Diem Rates and Meals/Incidental Expenses](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=FL&city=&zip=) for West Palm Beach, Florida, July 31-August 4, 2024.